

Background

In December 2005, the Sierra Nevada Conservancy (SNC) Board approved a process for the selection of a Headquarters Office. A set of specific criteria was approved and a committee of the Board was appointed to work with staff and the Department of General Services in developing a recommendation to the full Board. In February 2006, the SNC Board selected Auburn as the location for the interim Headquarters Office. At that time, the Board directed the Executive Officer to continue to explore options for a permanent Headquarters Office within roughly a 30 minute drive of Auburn.

Since June 2006, SNC staff has been housed at Creekside Business Park in Auburn. The Auburn office generally meets the organization's needs and presents a positive work environment. The location has proven to provide good access to the major transportation corridors and generally meets the criteria established. The current lease extends through May 2009.

Last year, the SNC opened and staffed its offices in Mariposa, Susanville and Bishop. While these offices will allow the SNC to more effectively cover the area within the Region, their presence does not significantly affect the criteria established for the headquarters office.

Current Status

Consistent with the Board's direction, we are now initiating a process to identify options for a permanent office location. We are interested in identifying potential specific locations that will fully meet our needs. A decision to relocate from our current location will be based on an opportunity to improve organizational efficiency and more fully meet the selection criteria, including the items described below:

Minimum Requirements

- Located within a 30 minute drive of Auburn;
- Provides a minimum of 8,000 – 10,000 square feet of usable office space;
- Meet all state office-building requirements (ADA, etc.);
- Access to high speed internet.

Preferences

- Access to major north-south and east-west transportation corridors (I-5, Hwy 99, Hwy 395, I-80, Hwy 99 and Hwy 49);
- Access to meeting facilities for SNC meetings beyond conference room capacity;
- Convenient access for employees to schools, affordable housing, alternative transportation and other services;
- Opportunity for the SNC to contribute to the economic well-being of the community;
- Availability of permanent office space by no later than June 1, 2009;

- The opportunity for a “green building” that is in keeping with the State’s efforts to increase energy efficiency, reduce greenhouse gas emissions and generally reduce the impact on the environment;
- The opportunity to utilize the facility for Regional educational and interpretive activities, consistent with our mission;
- The opportunity for the SNC to contribute to the local community through public use of the SNC facility.

A number of parties have submitted a SNC Headquarters Office Preliminary Proposal form to the SNC. Staff is currently reviewing the proposals and will further investigate the feasibility of all proposals that meet minimum requirements. Based on that review, staff will provide a recommendation for next steps to the Board at the June meeting. If the decision is made to pursue alternatives, a more formal Request for Proposal process in consultation with the Department of General Services will occur following the June meeting.

Recommendation

No Board action is needed at this time. Staff anticipates presenting the Board with a specific course of action at the June Board meeting.